

TOWN OF MANSFIELD
FINANCE COMMITTEE MEETING
MINUTES OF MARCH 14, 2016

Members Present: Ryan (Chair), Raymond, Marcellino

Other Council Members Present: Shapiro, Moran (5:35pm), Kegler (6:08pm)

Staff Present: Hart, Trahan, Capriola, Vincente

Guests: None

1. Meeting called to order at 5:30 pm
2. Approval of minutes for February 9, 2016

Marcellino moved and Raymond seconded to approve the minutes of the February 9, 2016 meeting as presented. Motion passed unanimously.

3. Opportunity for Public Comment – none
4. Staff Reports – Finance Director Trahan provided a list of items being carried as future agenda items. The Committee discussed and thought it important to prioritize these items. Trahan emphasized the importance of updating the fiscal management policies and Councilor Raymond was very interested in reviewing the purchasing ordinance. The Committee asked Trahan to prepare a review schedule for the items on the list in the packet.
5. Policies and Procedures Update – Final Fraud Prevention and Reporting Policy and the Whistleblower Policy were provided to the Committee. These policies are being distributed to all employees of the agencies we serve. The Assistant Town Manager & Town Clerk will review these policies when they do their next Ethics review/training session.
6. Fee Waiver Program Review – Town Manager Hart provided opening comments, and Assistant Town Manager Capriola and Recreation Director Vincente reviewed the Fee Waiver Analysis report dated March 3, 2016. The Committee discussed the report and agreed to recommend to the Town Council that the Fee Waiver Review Committee be reconstituted to look at the issues in more detail. Councilor Moran expressed concern that the guidelines might now be too tight and we are causing harm to some families. Trahan reported that these discussion items did not need to be resolved in order to address the financial issues of the Parks & Recreation program itself.
7. Parks & Recreation Program Review – Town Manager Hart provided opening comments and Finance Director Trahan reviewed various financial statements provided in the packet and answered questions from the Committee. Trahan advised that management anticipated that we would need to phase in the funding for additional support for the community service programs based on any of the proposed options. Council Raymond requested additional information regarding the cost recovery percentage that other communities are providing. Director Vincente reported that we have information on these communities, including their parks & recreation budget, population, etc. This will be provided at the next meeting. Town Manager Hart recommended that we carry this item as Old Business for further discussion.
8. Communications/Other Business/Future Agenda Items – none
9. Adjournment. The meeting adjourned at 6:53 pm.

Marcellino moved and Raymond seconded to adjourn. Motion passed unanimously.

Respectfully Submitted,
Cherie Trahan, Director of Finance